

**NNSA RECRUITMENT AND RELOCATION BONUSES
AND RETENTION ALLOWANCES PROGRAM**

ATTACHMENT 5

Relocation Bonus Checklist

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1. Name of Employee: _____
2. Position Title: _____
3. Pay Plan/Series/Grade/Payband/Step/Salary: _____
4. Employee's current duty station: _____
5. Employee's new duty station: _____
6. Date employee established/will establish residence within commuting area of new duty station: _____
7. Gross Amount of Relocation Bonus: _____
8. Relocation Bonus As % of Basic Salary: _____
9. Will the selectee be serving under a Schedule C, SES, SL, or ST appointment? Yes No
10. Does the written determination support the conclusion that, in the absence of such a bonus, NNSA would encounter difficulty in filling the position? Yes No
11. Does the written determination consider one or more of the following factors:
 - a. Success of recent efforts to recruit candidates for similar positions, as indicated by offer acceptance rates, proportion of positions filled, and length of time required to fill similar positions. Yes No
 - b. Recent turnover in similar positions. Yes No
 - c. Labor market factors that may affect NNSA's ability to recruit candidates for similar positions now or in the future. Yes No
 - d. Special qualifications needed for the position. Yes No
 - e. Other (If Yes, provide explanation). Yes No
12. Does the written determination include an explanation of how the amount of the bonus was derived? Yes No

Human Resources Consultant

Signature

Date